



# NASA Financial Management Manual

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## FMM 9790 PRE-EMPLOYMENT INTERVIEW TRAVEL

### FMM 9791 GENERAL PROVISIONS

#### **9791-1 APPLICATION**

The provisions of this chapter apply to interviewees and the payment of pre-employment interview travel expenses authorized by Section 206 of the Federal Employees Pay Comparability Act of 1990 (P. L. 101-509, November 5, 1990). Interviewee means an individual who is being considered for employment by a NASA Installation. The allowances established in this chapter for interviewees are similar to those available to Federal employees traveling on official Government business. However, a NASA Installation is not required to offer all allowances to each interviewee (see FMM 9791-4). This separate chapter was established in order to clearly reflect that the payment of pre-employment interview travel expenses is at the discretion of the NASA Installation and not an entitlement of prospective candidates for employment.

#### **9791-2 AUTHORIZATION**

- a. **GENERAL.** NASA Installations may pay allowable pre-employment interview travel expenses (as defined in FMM 9791-4) for individuals determined to be eligible. The Office of Human Resources and Education will establish criteria for determining which applicants will qualify for the payment of pre-employment interview travel expenses. The Office of Personnel Management has issued guidelines at 5 CFR, Part 572 for agencies to follow in making these personnel determinations. NASA Installations will adhere to the applicable general travel authorization policies and practices contained in FMM 9700.
- b. **LIMITATIONS.** Pre-employment interview travel will be authorized only on a single trip travel authorization in accordance with FMM 9721-5. Limited or unlimited open authorizations will not be used for pre-employment interview travel. NASA Installations will not authorize pre-employment interview travel expense reimbursement for the purpose of helping defray relocation expenses that are not allowable for a new appointee under FMM 9763. For example, NASA will not pay pre-employment travel expenses so that an interviewee/new appointee may look for a house at the prospective first duty station.



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## **9791-3    RESPONSIBILITIES**

- a. **INSTALLATION RESPONSIBILITIES.** NASA Installations will communicate the Government travel rules and procedures to interviewees. The interviewees should understand how travel reimbursements are calculated and should receive assistance in the preparation of travel vouchers. Tickets should be provided to the interviewees using the transportation rules outlined in FMM 9730. Written instructions must be provided to the interviewee at the time an authorization is issued explaining the administrative procedures for controlling and accounting for passenger transportation documents. The interviewee should be made aware of the liability for the value of the tickets issued until all ticket coupons have been used for pre-employment interview travel or all unused tickets or coupons have been properly accounted for on a travel voucher. Interviewees should be notified of the requirement to submit travel claims within 5 work days after the completion of the trip.
- b. **INTERVIEWEE RESPONSIBILITIES.** The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. The interviewee is accountable for all transportation tickets issued for use in performing pre-employment interviewee travel. The interviewee is liable for the value of the tickets issued until all ticket coupons have been used for pre-employment interview travel or all unused tickets or coupons have been properly accounted for on a travel voucher.

## **9791-4    ALLOWANCES**

- a. **ALLOWABLE EXPENSES.** NASA Installations may pay to or on behalf of an interviewee the same travel expenses to which a Government employee traveling on official business would be entitled, with the exception of those expenses listed below in subparagraph b. The allowable expenses are subject to the applicable Government limitations. NASA Installations may pay all or a part of pre-employment travel expenses. However, when electing to pay only subsistence or only common carrier transportation costs, NASA Installations must pay the full amount to which a Government employee would be entitled for the authorized expenses.
- b. **UNALLOWABLE EXPENSES.** NASA will not pay expenses for long distance or local telephone calls even when directly related to travel arrangements for the interview. Nor will NASA pay for expenses for the rental of a room for transacting business.



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## **9791-5 SOURCES OF FUNDS**

- a. **PAYMENT OF TRAVEL EXPENSES.** Interviewee's transportation by common carrier (air, bus, and rail) will be paid for through the use of a GTR or a centrally billed account (GTS). This does not include local transportation. All other authorized expenses will be paid for by the interviewee. The NASA Installation will reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.
- b. **UNALLOWABLE SOURCES.** The following sources may not be used for pre-employment interview travel:
  - (1) Government-Issued Individual Employee Charge cards;
  - (2) Travel advances; and
  - (3) Government Contractor Issued Travelers checks (not presently utilized by NASA).

## **9791-6 CLAIMS FOR REIMBURSEMENT**

- a. **FRAUDULENT CLAIMS.** A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection with a reimbursement claim (28 U.S.C. 2514). Also, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001).
- b. **MAINTENANCE OF RECEIPTS AND RECORDS.** All interviewees authorized to travel should keep a record of expenditures properly chargeable to NASA. Interviewees should be notified to retain all receipts until reimbursement claims are settled.
- c. **PREPARATION, SUBMISSION, AND REVIEW OF TRAVEL VOUCHERS.** Although NASA Installations are to provide assistance, the interviewees are responsible for the timely preparation and submission of travel vouchers. Interviewees are required to submit travel claims within 5 work days after the completion of the trip. In preparing a travel voucher, a typewriter or black, blue, or blue-black ink (ball point pen) will be used. Vouchers prepared with lead pencil are not acceptable. Only the original travel voucher must be signed by the interviewee. The Travel Request and Authorization, NASA Form 372, will be attached to the travel voucher. Interviewees will be informed of the administrative procedures to follow in submitting a travel voucher. NASA Installations will review the travel vouchers of interviewees in the same manner used to review the travel vouchers of NASA employees on official business travel (see FMM 9772).